

IDAHO EMERGENCY COMMUNICATIONS COMMISSION

OFFICIAL MINUTES

March 3, 2005

A meeting of the Idaho Emergency Communications Commission (IECC) was held on this date in the West Conference Room, Joe R. Williams Building, Boise, Idaho. Chairman Nancolas called the meeting to order at 8:58 a.m.

Members Present:

Garret Nancolas, Mayor, City of Caldwell, Commission Chairman
Ann Cronin, Special Assistant, Idaho State Police (ISP), Commission Secretary
R. David Moore, Blackfoot Police Chief, Commission Treasurer
Teresa Baker, Ada County Prosecutor's Office
Clint Berry, Qwest, Boise
Joanna Guilfooy, Deputy Attorney General and Ex-Officio Member
Dia Gainor, Chief, Idaho Bureau of Emergency Medical Services (EMS)
Bill Bishop, Director, Bureau of Homeland Security (BHS)
Ben Estes, Retired Chief, Pocatello Fire Department
Gary Aman, Owyhee County Sheriff
Jim Lemm, J&R Electronics, Inc., Coeur d'Alene (via teleconference)

Members Absent:

Rich Wills, State Representative and Commission Vice-Chairman
Greg Vickers, Idaho Emergency Medical Services Association
Matt Beebe, Commissioner, Canyon County Commission

Others Present:

Joe Roche, Department of Administration (DoA)
Rich Elwood, Information Technology Resource Management Council
Greg Zickau, Information Technology Resource Management Council
Nathan Bentley, Information Technology Resource Management Council

Rick Thompson, Department of Administration
Scot Maring, Department of Administration
Les Shadduck, Ada County Sheriff's Office
Trish Stack, Governor's Office

Approval of Agenda

MOTION: Commissioner Baker moved and Commissioner Aman seconded that the meeting agenda be accepted. The motion passed unanimously.

Financial Reports

Operating Budget

Mr. Rick Thompson, DoA's Internal Management Systems Administrator, reported that as of the end of February, the Commission had spent \$2,629 since its inception in July. The Bureau of Homeland Security has funded the majority of these initial expenses, but the IECC is now on its own.

The **Sources and Uses Fund Statement**, he said, illustrates that the total amount received to date is \$28,132.21. To date, 32 counties have submitted fees and 4 counties have reported that they do not collect E911 fees. The Department sent a reminder letter in February to those counties that had not yet paid and followed up with phone calls. The Department will continue this procedure and alert the Commission if there is a serious problem collecting fees. Mr. Thompson also reported that Bannock County had paid the Commission \$677.02 in August 2005 and \$715.25 in September and that both payments were made before the requirement to pay was effective.

MOTION: Commissioner Moore moved and Commissioner Estes seconded that the Commission should remit to Bannock County the money that was paid before the requirement to pay was effective. The motion passed unanimously.

MOTION: Commissioner Estes moved and Commissioner Gainor seconded that the financial report be accepted. The motion passed unanimously.

Follow-up on Twin Falls Mediation Request

Since the last meeting, two letters have been received as a result of a letter being sent to all parties involved in a possible mediation requested by Twin Falls County. One letter was received from the city of Kimberly and one from the city of Buhl. Based on having received these letters, Commissioner Guilfoxy stated we have what we need to continue with mediation. She also stated that according to our rules we have 15 days to respond when we will have the mediation and that she had drafted a letter for the Commission for discussion.

In reviewing the draft letter, discussion followed whether allotting three hours to mediate while the Commission is in Twin Falls for the April meeting would be adequate enough time. Commissioner Gainor pointed out that according to our rules we have 60 days to complete the mediation. Commissioner Guilfooy added that the 60-day clock begins when we have all of the information. She also stated that if more information is needed after the mediation, the 60-day clock has not started yet. It was generally agreed that the three hours for mediation may not be adequate and further mediation may be required. It was also decided that all parties should submit copies of any existing agreements or contracts that could impact the matter, organizational documents of or related to SIRCOMM, any relevant and existing joint powers agreements, and SIRCOMM's budget. These documents will be due no later than 1:00 p.m. on March 25th. This letter should be faxed to all parties, original letter mailed to them, and a copy mailed to SIRCOMM.

MOTION: Commissioner Aman moved and Commissioner Moore seconded that the Commission should schedule the April meeting from 10:00 a.m. to 11:30 a.m. on April 7th in Twin Falls (specific location to be determined), that the mediation be scheduled from 1:00 p.m. to 4:00 p.m. on April 7th at the same location, and that the Chairman be authorized to sign the final version of the mediation letter for distribution. The motion passed unanimously.

Approval of Minutes

MOTION: Commissioner Bishop moved and Commissioner Berry seconded that the Commission approve the minutes of the February 3, 2005 Idaho Emergency Communications Commission meeting as written.

Discussion followed on whether the minutes should have reflected the Commission's opinion that E911 moneys are not to be used to pay dispatcher salaries. Commissioner Moore and Commissioner Estes felt it was clear that the Commission agreed that the intent of the legislation was that 911 money could not be used to pay dispatch salaries and that the minutes should reflect this. Commissioner Baker stated that we could not clarify intent and that it was the function of the legislature and/or the courts to clarify intent. Chairman Nancolas added that a question was added to the Dispatch Center Profile survey so that we could get more information on the issue.

The motion passed with two dissenting votes, Commissioner Estes and Commissioner Moore.

Needs Assessment Survey

Commissioner Baker, Chair of the Needs Assessment Committee, reported that the Needs Assessment Survey had been sent to all 44 county dispatch centers. The counties have until March 25th to respond. Les Shadduck from Ada County will conduct follow-up calls if necessary. The plan is that the responses will be entered into an excel spreadsheet by staff at the Ada County Sheriff's Office and then submitted to the Commission.

Rules for Distribution of Funds

Chairman Nancolas initiated the discussion on rules for distribution of funds by tying this topic in with the dispatch salary issue. If the intent is that E911 moneys are not to be used to pay dispatcher salaries, this requirement can go into our rules for distribution of funds. If an agency does not follow all of the rules, they are not eligible for grant money and would have to return any money already granted.

Commissioner Guilfooy, member of the Operating Procedures Committee, said that this rule could be put into the award eligibility requirements. When the statement was made that someone could object to this rule, she added that the public will have time to observe the proposed rules and give their opinions before the rules are approved.

Commissioner Guilfooy also stated that she would put together draft rules for the Commission to review at the next meeting. For input in drafting these rules she asked if a grant cycle is needed. Commissioner Gainor replied that based on her experience, due to the inconsistency in funds collection, it is best to set a date and the quantity of money available on that date are the funds available for distribution for that cycle. Commissioner Guilfooy also asked if a maximum amount of grant is needed. Commissioner Gainor replied that a maximum amount can be an annual policy decision when the amount of funds available is known.

Review Action Items/Next Steps

A list of action items, consolidated at the Commission's initial meeting, was reviewed. Chairman Nancolas reminded everyone that once the survey is implemented, and the analysis complete, many of the items listed on the action list would also be accomplished. He also stated that we need to move forward with the rules of the funding process and that we are about to go into our first mediation process.

At the suggestion of Commissioner Gainor, to insure we have a quorum for the mediation on April 7th, it was requested that Mr. Maring set up an RSVP process to monitor the attendance of the Commission members and that all members let Mr. Maring know if anyone cannot be there.

New Business

Future Meeting Coordination

Scot Maring, DoA's staff support to the IECC, covered a possible travel plan for the April and May meetings. Since the April meeting is in Twin Falls, the basic plan is to carpool to the meeting. Mr. Maring will coordinate with Commission members to insure arrangements are made and an RSVP date will be established to insure we have a quorum at the April meeting and mediation.

Since the May meeting is in Coeur d'Alene, airline travel and hotel arrangements will be required. Mr. Maring will coordinate with Commission members and make the arrangements. Commissioners Moore, Estes, Bishop, and Gainor plan to make their own travel arrangements. Commissioner Cronin has a conflict with the May meeting.

Open Comment Period

Statewide Interoperability Executive Council (SIEC) Report

Commissioner Cronin reported that she spoke at the SIEC meeting on February 24th and gave them an update on the actions of the IECC. The mediation was discussed and the fact that our rules state that all parties must request the mediation was a concern. Commissioner Moore added that he had spoken with a member of the SIEC and that the member felt our mediation rules had no teeth. Chairman Nancolas reminded everyone that the purpose of mediation was to get people together to talk before going to a lawsuit and that our mediation decisions are not binding.

During this discussion, the question was asked if the mediation rules were posted on the IECC website. It was pointed out that the mediation rules, operating procedures, and the dispatch center profile were all not posted yet.

MOTION: Commissioner Cronin moved and Commissioner Bishop seconded that the website should be updated with the posting of the mediation rules, operating procedures, and the dispatch center profile. The motion passed unanimously.

Idaho Imagery Use in State E911 Centers

Nathan Bentley, State GIS Coordinator, discussed a letter that he had sent Chairman Nancolas. He stated that the State of Idaho has partnered with US Farm Service Agency to acquire 1-meter resolution color digital aerial photography statewide and that this information is being sought after by a number of counties for use in their dispatch systems. However, most systems cannot use the data in its current format and the data must be converted. Mr. Bentley stated that for an estimated cost of \$18,000, a consultant could be hired to convert the data. Since the IECC has the ability to apply for grants that support 911 activities in Idaho, he felt the IECC would be interested.

Discussion then followed on how usable the information is to the counties and Commissioner Estes recommended a survey be used to determine what systems are in the counties before spending any money. Commissioner Aman responded that any systems will need the information anyway and that the counties will all want it.

MOTION: Commissioner Gainor moved and Commissioner Cronin seconded that the Commission sponsor a grant application to the Bureau of Homeland Security and that Mr. Bentley prepare the application requesting funds to hire a consultant to convert the data to a usable format. The motion passed with Commissioner Estes dissenting and Commissioner Bishop abstaining from the vote.

Open Comment Period

Commissioner Aman pointed out that Commission members are being asked for information individually and that we need to be careful to insure the Commission is not perceived as partial. Chairman Nancolas stated that we are allowed to talk with others, but that in order to protect the integrity of the Commission we should defer comments to the open meetings.

Adjournment

MOTION: It was moved by Commissioner Aman and seconded by Commissioner Gainor to adjourn the March 3, 2005 Idaho E911 Emergency Communications Commission meeting at 10:45 a.m. The motion passed unanimously.

Mayor Garret Nancolas, Chairman
Idaho E911 Emergency Communications Commission

Scot R. Maring, Administrative Assistant
Department of Administration

Addendum: Commission Progress on its Prioritized Activities

Funding

~~Portion of 1% to be assessed (4 votes)~~
How to fund the “have-nots” (2 votes)
Sub-optimize by city?
~~Grant funding resources~~
Commission (ECC) funding/budget (1 vote)
Recommendation/advice on E911 spending
(ECC needs to decide scope)
Proactive to fund more than systems
(e.g. services, training, implementation)
(How will Title 31 money be used)
~~Federal funds application process~~
(track, assess, audit, measure)
Fee collection vs. ECC assistance
(City must vote in fees)
Statewide E911 procurement contracts
(Mutual needs buying power)
Conduit for funding

Systems

Scope of system—ECC role (equip, people)
Money for infrastructure
System implementation
(technical issue, project management)
Technical resources
Who defines architecture, and how do we
use and leverage systems
Need to understand baseline (education)
Identify technical resources & leverage
Regulate and consolidate systems
System interoperability standards
Business continuity—backup/recovery
Standards to engage vendors
Define minimum standards for system,
vendors (including purchasing)
Standards for a consolidated emergency
communication system

Evaluation/Assessment

What is the baseline by County (as-is) (5 votes)
Leverage Office of Disaster Preparedness survey
Evaluate current standards
Recommend model – performance indicators
Establish “to-be” baseline

Governance

~~Cooperation—PSAP representation~~
~~Know statutory responsibilities (1 vote)~~
~~ECC by laws, committees (10 votes)~~
~~Guidelines for operations~~
Define level of mediation funding
Recommend model org. structure
ECC focus on all areas
(Clearinghouse for E911 assistance)
Long-term vision
(systems, organizations, processes)
Short-term tactical plan
ECC statewide representation
~~Acquire wireless representative member~~
~~Mediation Standards/Criteria~~
ECC staff support (1 vote)
Stay focused on mission
Rules for distributing moneys

Education/Information

~~How will the 1% assessment be used~~
E911 need for money, improvements
Promote cohesive, solidarity,
interoperability, statewide cooperation
SIEC et. al.--standard definitions
Communicate—whose doing what?
Message: consolidate, coordinate,
funding, standards, leverage, etc.
May conflict with autonomy.
~~Tech. Educ. of ECC members (9 votes)~~